



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD
ALBANY, GA 31704-1128

11320
S01000
DEC 07 2006

POLICY STATEMENT 11-06

From: Commanding Officer
To: Distribution List

Subj: SPACE HEATER USE ABOARD MCLB ALBANY

Ref: (a) MCO P11000.9C
(b) MCO 3500.27B

1. Purpose. To establish a policy concerning the use of space heaters aboard the Marine Corps Logistics Base, Albany, Georgia.
2. Background. Space heaters have potential to create a fire hazard to our facilities and property. Electrical resistance space heaters can create a fire hazard from the heating elements and by overloading a building's electrical wiring. Space heaters can also cause burns to nearby personnel when unprotected or used improperly. Space heaters also waste energy. They disrupt the balance of a building's heating, ventilation, and cooling (HVAC) system and interfere with the proper distribution of conditioned air.
3. Policy
 - a. In accordance with reference (a), space heaters are not authorized for use in administrative work areas aboard MCLB Albany.
 - b. Personally-owned portable space heaters are not authorized for use aboard MCLB Albany.
 - c. Government-owned electric resistance, fueled space heaters (kerosene or diesel), and portable electric heater blowers may be used in industrial areas, temporary industrial worksites, or construction areas where this is the only source of heat. Supervisors in the above listed areas who have space heaters in their work areas must complete a risk management worksheet with adequate controls to manage the risk associated with space heaters in accordance with reference (b).

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d. The following are the minimum required controls (applicable to the type of space heater) for using space heaters in industrial areas and temporary industrial worksites; and in administrative areas where the Public Works Office provides temporary space heaters:

(1) All space heaters used aboard MCLB Albany will be government-owned unless used by a contractor in an industrial or construction area.

(2) Electric resistance space heaters will be UL Listed.

(3) Space heaters will be used in accordance with manufacturer's instructions.

(4) Space heaters will not be left unattended while in operation.

(5) Space heaters will be turned-off at the end of the day or shift. Supervisors in industrial or construction areas where space heaters are used will assign two employees to check and verify heaters are turned off when employees depart the area at the end of the day or end of the shift.

(6) Space heaters will be located in plain view and on the floor in the work area. Space heaters will not be placed under tables, work benches, or otherwise hidden from view.

(7) Space heaters will be located away from water or excessive moisture.

(8) Space heaters will have at least 36 inches (1 meter) clearance from combustible or flammable material.

(9) Electric resistance space heaters will be plugged directly into a wall outlet. Powering any type of space heater through an extension cord is prohibited.

4. Action

a. Safety and Occupational Health Specialists, Fire Prevention Inspectors, and Building Energy Monitors

(1) Include the use of space heaters as an inspectable item during their facility inspections of administrative office areas.

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(2) Disconnect unauthorized personal space heaters and turn them over to the employee's supervisor in order to prevent future use.

(3) When necessary and exercising good judgment, confiscate personal space heaters in response to repeat violations.

b. Director, Installation and Environment Division

(1) Respond to employee complaints concerning malfunctioning HVAC systems in accordance with published service ticket standards.

(2) Provide temporary heating for administrative areas where conditioned air temperatures do not comply with published temperatures when a permanent solution cannot be implemented within the prescribed maintenance repair time standard.

c. Supervisors. In the event that employees complain about the thermal comfort in their offices, the following should happen:

(1) Contact the Public Works Office to have their HVAC System assessed to see if it is operating properly.

(2) Recommend employees wear a sweater or light jacket.

(3) Make a reasonable effort to accommodate employees requesting to have their workstation relocated due to thermal discomfort.

5. Points of Contact

Risk Management: 639-5249.

Fire Prevention: 639-8882.

Energy Conservation: 639-5979.

6. Applicability. This policy statement applies to all personnel aboard MCLB Albany to include tenant commands. This policy statement is effective the date signed.


C. N. HALIDAY

DISTRIBUTION: A